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Parish Council Meeting Minutes

Monday 2nd November 2015, 7.30pm

Present: Cllr D Griffiths, Cllr J Thornton, Cllr M Thistlethwayte, Cllr S Wigley and Cllr T Wood

In attendance: G Wright (Clerk) and
Cllr C Dibden (WCC)

Chair of Meeting: Cllr J Thornton

Clerk for Meeting: G Wright

1. Apologies for absence and declarations of interest
Apologies for absence were accepted from Cllr B Birdwood and Cllr T Higham.
There were no declarations of interest.
2. Public participation.
The Chairman opened the meeting for public participation
 - a. The Police
PCSO Owen Reeves had sent his apologies prior to the meeting. No Police report had been received.
 - b. The County Councillor
Hampshire County Councillor (HCC) Roger Huxstep had sent his apologies prior to the meeting.
No HCC report had been received.
 - c. The District Councillor
Winchester City Councillor (WCC) for Droxford, Soberton and Hambledon, Caroline Dibden attended the meeting and submitted the following report:-
Funding available to Support Rural Enterprise
Do you have a project idea that will create jobs and boost our local economy?

Farmers, foresters, growers, rural businesses, tourism providers and rural communities can now bid for a share of a £1.6million fund across the Fieldfare area. Grants are available for projects which meet the aims of Fieldfare's Local Development Strategy. WCC wants to hear from you if your project will:
 - Create jobs
 - Increase farm or forestry productivity/efficiency
 - Develop new markets
 - Increase visitor spend in the area or

- Provide an essential rural service.

Further details can be found at www.Fieldfareleader.org.uk

For more information please contact Ken Brown, Programme Manager on 01962 848588 or kbrown@winchester.gov.uk

Plans for Refugees – City Council ready to help if required

WCC has assessed its ability to assist with resettlement for Syrian refugees and is ready to respond positively and work with others to support the programme if required.

HCC is acting in a co-ordinating role for Hampshire to ensure any housing offered takes account of education, health and support needs – this reflects the Government’s wish for agencies to work collaboratively.

HCC is looking for school spaces first and WCC will match housing requirements accordingly. This would use the private rented sector and not the Council’s housing stock so there would be no impact on ability to meet housing need locally. There is no confirmation of numbers at this stage but they are likely to be small if required – 3 or 4 families a year over 5 years.

The City Council is not directly involved in collection or donation schemes but a link to the relevant information is provided on WCC’s website at: <http://www.winchester.gov.uk/about/syrian-refugees/>

Station Approach in Winchester

A design competition for proposals to regenerate the Station Approach area of Winchester has been launched by WCC and I have been asked to be one of the judges.

The brief for the competition was developed following public consultation and closely involved organisations such as the City of Winchester Trust and local neighbourhood groups. It incorporates feedback on the importance of building a ‘sense of place’, underlining for potential developers what the area needs both for the community and for businesses.

Feedback from Cllr Griffiths attendance at WCC Devolution Briefing

Cllr Griffiths reported on the Devolution briefing (that he attended on behalf of Hambledon Parish Council [HPC]) given by the Chief Executive of WCC. Cllr Griffiths observed that there did not appear to be any thinking on how those [devolved] authorities would work together and that the Governance part of the Devolution seemed to be the most vague/woolly and that this gave cause for concern. Cllr Griffiths agreed to produce a draft letter of his responses to the Devolution briefing for the next HPC meeting.

ACTION: Cllr Griffiths

3. Minutes from the previous meetings:

- a. The minutes of the Council Meeting held on 5th October 2015 and the Planning Committee held on 28th October 2015 were both approved.

4. Planning

- a. Planning Applications as listed in Appendix A were considered and discussed.
- b. Planning decisions and updates regarding Enforcements as listed in Appendix B were noted.
- c. The application made to South Downs National Park Authority (SDNPA) regarding Green Spaces as part of the Preferred Options Consultation process was noted. Cllr Griffiths said that if the Parish Council acted quickly it would be possible to also include the field adjoining the Green Man Public footpath also; this was approved unanimously and Cllr Griffiths agreed to add this to the submission already made. Cllr Griffiths was thanked for his work on this matter.

ACTION: Cllr Griffiths

5. Finance

a. The financial report for the period ending 31st October 2015 was received and approved unanimously. The report can be found as Appendix D to the minutes.

b. The insurance renewal invitation from Came and Company and other options were considered. It was resolved to accept the renewal invitation from Came and Company and also take advantage of the three-year (long term) offer. Payment of the premium was approved unanimously.

ACTION: The Clerk

c. Payments as listed in Appendix C were approved.

6. Transport and Highways

a. Following review of the sketch of the design for new village signs and discussion, it was resolved to agree to commission Doug Robertson (who lives in Hambledon High Street) to produce more detailed designs and to table these at a future meeting.

b. No further progress was reported on finger posts.

c. Cllr Thornton said that an hourly Bus service had resumed on Monday 14th October 2015.

7. Footpaths

a. The upgrade of the footpath from Stewarts Green to The Church had been virtually agreed, however, HCC was still awaiting a response. The draft Walking Strategy, which was out to consultation until 12 noon on 7th December 2015 was also discussed. The strategy did not appear to offer much for rural areas. Cllr Thornton agreed to draft a response on behalf of the Parish Council.

ACTION: Cllr Thornton

8. Business Support

a. The update, previously circulated by Cllr Higham was noted. There was no further action required currently.

9. Recreation and Play

a. Cllr Thistlethwayte reported that a quote had been received to provide a 20 metre Aerial Zipway, however, the quote exceeded funds available in the Play element of the Open Spaces fund. The Clerk was requested to determine if uncommitted monies in the Recreation element of the Open Spaces fund could be used on Play equipment.

ACTION: The Clerk

10. Village Maintenance and Lengthsmen

a. Cllr Thistlethwayte said that the Lengthsmen continued to do good work and that this continued to be concentrated on grips. The Lengthsmen were next due to visit during the week commencing 30th November and would be asked to continue to work on grips; East Hoe Road and the Clanfield side of Park House/Brook Lane were areas identified as requiring work.

ACTION: Cllr Birdwood/The Clerk

b. It was pointed out that the ditch along East Street, although cleared by the Lengthsmen recently, was actually the responsibility of the landowner.

11. Pipe and Flooding issues

a. Cllr Thornton reported that despite some things not being as expected (for example, High voltage cables being where they shouldn't!) the Pipe work was just about on target. Cllr Thornton said that the Green Man junction would be the most complex stretch of the works as ramps and raised iron works would be required.

b. Cllr Thornton reported that Jan Jarvie had volunteered to take over the Chair of the Hambledon Flood Action Group (FAG) from Tony Higham; the Parish Council agreed to this appointment unanimously. Cllr Thornton said that Terms of Reference had been agreed and would be provided to Jan. Cllr Higham was given a vote of thanks for Chairing the FAG.

12. Parish Events

a. Cllr Wigley said that there had been a total of 55 attendees at the First Aid & Defibrillator Training event held on 7th October and that the speaker (trainer) from South Central Ambulance Service had been excellent and very well received. Cllr Wigley said that it was planned to re-do the event in 2 years' time and that training notes provided had been posted on the Parish Council website and would also be published in *The Hambledonian*. Cllr Thornton also agreed to distribute them to the Village email list.

ACTION: Cllrs Wigley and Thornton

b. The Hambledon Horticultural Society AGM on Tuesday 3rd November 2015 was noted.

c. The Village Family Bonfire Night – Saturday, 7th November, 5.30pm at the Upper Glebe Field by the New Tennis Court – Free Entry – All Villagers Welcome was noted. Cllr Thornton said that he would provide Cider!

13. Correspondence

a. An email from Jay regarding Horse riders in Clare's Copse was discussed. Cllr Thornton said that as this was on Private Land the PC had no powers to provide funding but would consider other options and he agreed to reply to Jay.

ACTION: Cllr Thornton

b. Correspondence received regarding an Economy, Transport & Environment (ETE) event for local parish & town council's being held on Wednesday 11th Nov 2015 in Winchester was noted. There were no Cllrs able to attend the meeting.

c. Correspondence received regarding The Hampshire Playing Fields Association AGM to be held on Wednesday 18th Nov at Whiteley Town Council Offices was noted. There were no Cllrs able to attend the meeting.

d. An email received from Vanessa Silcock regarding the following matters was considered by the meeting:-

i. Provision of Allotments – following discussion, Cllrs Griffiths and Wood agreed to investigate this matter further and report back at the next HPC meeting.

ACTION: Cllrs Griffiths and Wood

ii. Implementation of a survey to record numbers of hedgehogs in the village and provide advice on how to encourage more Hedgehogs in the village – following discussion, Cllrs agreed that HPC was probably not the best suited to either implement a survey or provide advice regarding Hedgehogs. The Clerk was asked to respond to Vanessa requesting her to contact (a) Hampshire and Isle of Wight Wildlife Trust, (b) Hampshire Hedgehog Society and (c) Hambledon School with a view for a potential Wildlife Project for Pupils.

ACTION: The Clerk

e. An email notice of the AGM of WDALC to be held on Wed 25th Nov in Whiteley Town council's offices was noted. There were no Cllrs able to attend the meeting.

The meeting closed at 2100.

Appendix A – Planning Applications & Appeals

Planning Applications

- i) **SDNP/15/05146/HOUS & SDNP/15/05147/LIS – St Margarets, East Street, Hambledon, PO7 4RX** – Propose to remove cement render, make good brickwork and pointing with lime based products, painting brickwork with exterior masonry paint, replace plastic guttering with cast iron as part of the continuous length with St. Agatha (AFFECTS THE SETTING OF A LISTED BUILDING). **Resolved to Positively support.**
Action: The Clerk
- ii) **SDNP/15/05072/RE – Hambledon Primary School, Church Lane, Hambledon, Hampshire, PO7 4RT** – 57m² pitched roof extension to provide extra teaching space. Sited to the rear of the hall. Existing external toilet block to be demolished. **Resolved to support this application as the best option for creating extra teaching space at Hambledon Primary School. We welcome the proposal to leave the (current) external flint gable wall exposed when it is incorporated into the interior of the new classroom. We recognise with regret the need to demolish one flint wall in the process of creating this extension. We feel this loss could be mitigated by re-using the flints to incorporate flint panels in the new brick walls below window level. This would also compensate to some extent for the loss of the flint gable as an external wall.**
Action: The Clerk

Appendix B – Planning Decisions & Enforcements

Planning Decisions

- i) **SDNP/15/03574/RE3 – Hambledon Primary School, Church Lane, Hambledon, Hampshire, PO7 4RT** – Free standing canopy to be installed in front of the year R classroom – **Approved**
- ii) **SDNP/15/03985/HOUS – 19, The Maltings, Hambledon, Waterlooville, Hampshire, PO7 4AE** – Replace original metal gates with wooden gates – **Refused**
- iii) **SDNP/15/04078/HOUS - 19, The Maltings, Hambledon, Waterlooville, Hampshire, PO7 4AE** – Erection of 3m x 1.5m garden shed – **Refused**
- iii) **SDNP/15/04969/APNB – Chidden Farm, Chidden Lane, Hambledon, Waterlooville, Hampshire, PO7 4TD** – Proposed portal framed agricultural building for the storage of grain, fertilizer, seeds and machinery – **Raise no objection**

Enforcements/Potential Enforcements

- i) **SDNP/15/00514/GENER – Green Man Footpath off Green Lane, Hambledon** – Alleged track created in field adjoining footpath – **Site visited by WCC Enforcement. Found that track laid as a temporary measure for the winter to prevent horses slipping as area becomes very muddy & slippery and becomes quite dangerous for the horse and rider. No further works planned & the stone is loosely laid. No further action.**
- ii) **12/00713/SHCS – The Lambing Yard, Windmill Down Farm, Hambledon, PO7 4SY** – Alleged breach of Planning conditions by Alsoils – **Remains under investigation by HCC/SDNPA and Alsoils were served a notice by HCC/SDNPA requiring a response by 10th Nov 2015. Ongoing.**

- iii) SDNP/15/00519/GENER & 11/00292/SWKS - Prestfield Stud/Meadow Farm, Menslands Lane, Hambledon – Alleged breach of Planning conditions – Referred to WCC (D Townsend) for further investigation on 6 Oct 15. Awaiting response.

Appendix C – Payments

Payments made in October 2015

5/10/15	BACS	G Wright	Sep 2015 – Salary, Allowance & Expenses	511.97
5/10/15	BACS	HMRC	Tax on Salary – Sep 2015	4.00
5/10/15	BACS	Taylor Robertson	Assistant Tennis Coach 5/9/15	18.75
5/10/15	BACS	Carter Jonas	Glebe Land Rental 29/9/15 – 28/9/16 (£600) & Arrears (3 x £100 = £300) - 29/9/11-28/9/12; 29/12/12-28/9/13 & 29/9/13 – 28/9/14)	900.00
5/10/15	201	South Central Ambulance Service League of Friends	Defib & 1 st Aid Training – Oct 2015	100.00
6/10/15	BACS	The SportsLocker	1 x Re-string of Racquet & 30 Karakal Balls (VAT = £8.18)	49.08
6/10/15	BACS	Claymart (Chris Martin)	Village Grounds maintenance – Sep 2015	98.00
6/10/15	BACS	Mr Robert W Blackiston	Tennis Coaching – 5/9; 12/9; 19/9 & 26/9/15 (10 hrs @ £20/hr)	200.00
14/10/15	BACS	Taylor Robertson	Asst Tennis Coach 12/9; 19/9; 26/9; 3/10 & 10/10/15	93.75

Total Payments made in October

£1,975.55

Payments to be made during November 2015

2/11/15	BACS	G Wright	Salary, Allowance & Expenses – Oct 2015	519.17
2/11/15	BACS	HMRC	Oct 2015	4.00
2/11/15	BACS	G Wright	Microsoft Office 365 for Business - Annual Software License (18/10/15 to 17/10/16) – Reimbursement of payment made	118.08
2/11/15	BACS	Hambledon VH	Mtgs held 5/10 -Mtg Rm; 7/10 – Defib Trng - VH & Mtg Rm	80.00
2/11/15	BACS	CPRE	Annual Subs for 2015/16	36.00
2/11/15	BACS	Mr Robert W Blackiston	Tennis Coaching 3/10 & 10/10/15 (5hrs @ £20)	100.00

Total Payments to be made for November

£857.25

Total Payments for October and to be made in November 2015

£2,832.80

APPENDIX D

HAMBLEDON PARISH COUNCIL - FINANCIAL REPORT FOR PERIOD ENDING 31st Oct 2015

		Actual to 31-Oct-15	Annual Budget	Actual-v- Budget
RECEIPTS				
	Precept	£13,278.18	£13,278	100%

Council Tax Support (CTS) Grant	£721.82	£722	100%
	£14,000.00	£14,000	100%
Other Income	-		
Bank Interest	£25.95	-	-
VAT Reclaimed to date (prior years)	£8,696.95	-	-
	£8,722.90	-	-
Grants and Donations - see Schedule 1	£425.00	-	-
Total income	£23,147.90	£14,000	165%
PAYMENTS			
Parish Council Funded Expenditure			
Grants and Donations - see Schedule 2	£226.00	£2,205	10%
Village Maintenance Costs			
Village Hall (VH) & Stewarts Green (SG) - Playground Maintenance & Inspections	£258.15	£250	103%
Parish Maintenance (includes VH Grass & Grounds)	£320.00	£1,500	21%
Lengthsman		-	-
Glebe Land Maintenance	£20.80	£400	5%
Glebe Land Rent	£900.00	£600	150%
Section 137 (Christmas Tree & Wreath)		£30	-
	£1,498.95	£2,780	54%
Publication Costs			
Website (costs include 2 yrlly Web host fee)	£605.00	£480	126%
	£605.00	£480	126%
Salaries and Associated Costs			
Net Salaries	£3,173.39	£5,460	58%
HMRC Costs	£27.40	-	-
Clerk's Expenses	£166.50	£200	83%
Clerk's Training (excludes CILCA training)	-	£100	-
Administration - Clerk's Office	£398.08	£620	64%
	£3,765.37	£6,380	59%
Administration Costs			
Hall Hire	£325.00	£250	130%
Insurance Premium	-	£500	-
Audit - Internal	£235.00	£320	73%
Audit - External	£200.00	£310	65%
Subscriptions - see Schedule 3	£387.00	£400	97%
Election Expenses (prior year costs)	£75.10	-	-
	£1,222.10	£1,780	69%
Councillors and Meeting Costs			
APM	£121.51	£125	97%
Councillors' Expenses		£50	-
Councillors' Training		£200	-
	£121.51	£375	32%
Exceptional Items			
		-	-
Total Parish Council Expenditure	£7,438.93	£14,000	53%

	Actual to 31-Oct-15	Annual Budget	Actual-v- Budget
Other Funded Expenditure			
Tennis Coaching	£2,495.00		
Sports Equipment	£447.65		
Flood Costs - see Schedule 4	-		
Capital Projects - see Schedule 5	-		
VAT to be reclaimed for payments in FY 15/16	£211.70		
Reclaimable Expenditure	<u>£3,154.35</u>		
Total Expenditure	<u>£10,593.28</u>		
Net Income for the year to date	<u>£12,554.62</u>		
Assets			
Bank Balance - see Schedule 7	<u>£32,476.08</u>		
Schedule 1 - Grants & Donations Received			
Tennis Donations	£325.00		
Tennis Camp Grant from Hambledon & Denmead Ed. Trust	£100.00	-	
Total Grants & Donations Received	<u>£425.00</u>	-	
Schedule 2 - Grants & Donations Paid Out			
Royal British Legion - VJ Day -75th Anniversary - (Village Hall Hire costs)	£126.00	-	
South Central Ambulance League of Friends (1st Aid & Defib training event)	£100.00	-	
Total Grants & Donations Paid Out	<u>£226.00</u>	<u>£2,205</u>	<u>10%</u>
Schedule 3 - Subscriptions			
HALC	£311.00	£320	97%
HPFA	£40.00	£40	100%
CPRE	£36.00	£40	90%
Total Subscriptions Paid Out	<u>£387.00</u>	<u>£400</u>	<u>97%</u>
Schedule 4 - Flood Costs			
Unallocated	<u>-</u>		
	<u>-</u>		
Schedule 5 - Capital Project Costs			
Unallocated	<u>-</u>		
	<u>-</u>		
Schedule 6 - Earmarked Reserves			
Village Design Statement		£1,350	
CiLCA Training		£500	
Parish Plan Actions		£2,000	
Flood Reserve		£2,000	
Signs and Signposting		£3,500	
Reprint Walk Book		£1,500	
	<u>-</u>	<u>£10,850</u>	
Other Ring fenced funds			
HLF Grant for Tennis Coaching	<u>-</u>	<u>£2,200</u>	

Schedule 7 - Bank Balance

Unity Trust as at 31st October 2015	£33,333.33
Plus: Credits not shown	£100.00
less: Cheques & BACS Payments not reflected	-£957.25
	<hr/>
	£32,476.08
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Report on the Finances

Income

A Grant of £100 has been gratefully received from Hambledon & Denmead Education Trust towards the cost of Village children attending Tennis Camps.

Expenditure

Hall Hire costs have exceeded available budget due to increased hire rates and also due to the increased number of additional hires (e.g. 1st Aid & Defib training).

Glebe Land Rent costs include arrears from previous years following a rent increase

Open Spaces fund balance as at 30th September 2015 (figures not included above)

These funds are held by WCC on behalf of HPC for specific expenditure on defined and permitted Play and Sport schemes

Play = £1,926.74 Sport = £3,393.97 Total = £5,320.71

Geoff Wright
Parish Clerk & RFO
2nd November 2015